

# Federal Advisory Committee (FAC) Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form

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| <b>DEPARTMENT OF STATE</b>  |
| <b>(1) FEDERAL ADVISORY COMMITTEE NAME</b><br><i>State the legal name of the FAC</i>  |
| The Advisory Committee on the Secretary of State's Strategic Dialogue with Civil Society (hereinafter "the Committee").   |
| <b>(2) AUTHORITY</b><br><i>Identify the authority for establishing the FAC</i>  |
| The Committee is established under the general authority of the Secretary of State and the Department of State as set forth in Title 22 of the United States Code, in particular Section 2656 of that Title and consistent with Federal Advisory Committee Act (5 U.S.C., Appendix).  |
| <b>(3) MISSION/FUNCTION</b><br><i>Describe the mission/function of the FAC</i>  |
| The Committee provides advice and assistance in the formulation of U.S. policies, proposals, and strategies for engagement with, and protection of, civil society worldwide. The objective of the Committee is to bring to the United States government a source of expertise, knowledge, and insight not available within the Department or elsewhere in the government on these issues.   |
| <b>(4) POINTS OF VIEW</b><br><i>Based on understanding the purpose of the FAC,</i><br><i>(a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;</i><br><i>(b) consider identifying an anticipated relative distribution of candidates across the categories; and</i><br><i>(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>  |
| <p>(A) The membership of the Committee consists of representatives who are leaders of U.S. and foreign civil society and U.S. and foreign businesses engaged with civil society. They may include: leaders of independent public policy advocacy organizations, non-profit organizations that defend human rights and promote democracy, humanitarian organizations, private foundations and funds, charitable trusts, societies, associations and non-profit corporations. Balance is ensured by using a consultative selection process described in detail in Part 6 below.</p> <p>(B) Candidates are distributed across the categories listed above, while also ensuring geographic diversity of membership, and striving for gender balance in membership.</p> <p>(C) Individuals are appointed as Representative members, not as Special Government Employees. Representatives will be selected for membership for the purpose of obtaining the viewpoint of the group, organization, foundation, fund, trust, society, association, or corporation that they represent. Representatives will be selected to represent diverse points of view, to provide geographic diversity, and to achieve gender balance, using the considerations and process described below.</p> |
| <b>(5) OTHER BALANCE FACTORS</b><br><i>List any other factors your agency identifies as important in achieving a balanced FAC</i>   |
| N/A   |

**(6) CANDIDATE IDENTIFICATION PROCESS**

*Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:*

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

**(A) Potential candidates are identified by senior career and political officials of the Department of State and through an online nomination process open to individuals worldwide.**

**(B) The selection of members is determined by the Secretary of State's Senior Advisor for Civil Society and Emerging Democracies, in consultation with other senior career and political officials of the Department of State and FACA legal advisers, and after appropriate due diligence.**

**(C) Vacancies will be filled as they occur through the same process described in Part 6.A and 6.B above, while ensuring that balance of membership along the lines described in Part 5 above is maintained.**

**(D) The Secretary of State shall invite the members to serve for a period of two years or less.**

**(7) SUBCOMMITTEE BALANCE**

*Subcommittees subject to FACA\* should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

*\*This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

**The process for determining member balance on any potential subcommittee will be the same as the process for determining member balance on the Committee.**

**(8) OTHER**

*Provide any additional information that supports the balance of the FAC*

N/A

**(9) DATE PREPARED/UPDATED**

*Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated*

**This balance plan was initially prepared March 18, 2011. The plan was updated November 14, 2012.**